

CITY OF LOS ALTOS
POSITION CLASSIFICATION
POLICE SERVICES MANAGER

Definition: The Police Services Manager plans, organizes and supervises the staff and operations of the Department's Services Division.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assists in the development and implementation of departmental goals, objectives, policies and priorities.
2. Supervision and organization of the personnel and work of the records and communications functions.
3. Supervision and organization of the personnel and work of the Property and Evidence function.
4. Supervision and organization of the personnel and work of the equipment maintenance function.
5. Supervision and organization of other non-sworn functions within the Police Department.
6. Trains, evaluates and recommends hiring and termination of assigned personnel.
7. Uses technical knowledge to interpret and ensure compliance with laws and department policy governing police records, evidence and property.
8. Researches, prepares and recommends to written department policies and procedures pertaining to areas of assigned responsibility.
9. Implements specialized reporting and records automation on computer systems.
10. Represents the police department with city, county and state law enforcement agencies and associations and with the general public regarding areas of assigned responsibility.
11. Ensure compliance with Federal, State, and local statistical reporting requirements of crimes, arrests and accident reports.
12. Designated as Records Security Officer; establishes guidelines for compliance with Federal, State, and local mandates for release of information.
13. Ability to establish procedures and direct compliance with bureau and Department procedures and policies.
14. Ability to analyze system and process to develop and refine new methods and progress for law enforcement records management.
15. Ability to act as Agency Terminal Coordinator and as primary contact for Department of Justice/National Crime Information Center (DOJ/NCIC) coordination and information distribution efforts.
16. Project management of programs assigned by the Police Chief.

Adopted: January 26, 2001

Minimum Qualifications:

Knowledge of: principles, methods, and procedures of office management; the secure maintenance of confidential records and files; and the use and implementation of computerized information systems and equipment.

Ability to: Analyze workloads and equitably apportion duties among subordinates; to solve problems of organization and personnel; deal effectively with the public, news media, and other law enforcement agencies; establish and maintain all department supplies and equipment inventories; oversee the efficient and secure operation of the department's evidence and property function; oversee the efficient operation of the department's equipment maintenance function; research and recommend procedural changes based on existing, new and pending legislation.

Experience and Education Guidelines:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

1. Bachelors degree in Administration of Justice, Public Administration or related field.
2. Five years progressively responsible experience in police support and/or administrative services, including at least three years at a mid-management or supervisory level within a police support service unit.
3. Possession of a valid State of California Class C driver's license.